

Community Services Report to
Emergency Management Committee
2025 June 12

ISC: UNRESTRICTED
EM2025-0632

Update to the Emergency Management Bylaw 25M2002 & Municipal Emergency Plan

PURPOSE

The purpose of this report is to propose amendments to the Emergency Management Bylaw and share highlights from the Municipal Emergency Plan which together provide reassurance of The City's ability to manage, respond to and recover from emergencies and disasters.

PREVIOUS COUNCIL DIRECTION

The proposed Bylaw amendment and Municipal Emergency Plan update align with provincial legislation, lessons identified, and best practices.

RECOMMENDATION:

That Emergency Management Committee recommend that Council:

1. Give three readings to the proposed bylaw in Attachment 1 to amend the Emergency Management Bylaw 25M2002 to be effective immediately; and
2. Approve the Municipal Emergency Plan in Attachment 2.

RECOMMENDATION OF THE EMERGENCY MANAGEMENT COMMITTEE, 2025 JUNE 12:

That Council:

1. Give three readings to **Proposed Bylaw 36M2025** in Attachment 1 to amend the Emergency Management Bylaw 25M2002 to be effective immediately; and
2. Approve the Municipal Emergency Plan in Attachment 2.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

GM Katie Black concurs with the contents of this report. The Emergency Management Bylaw 25M2002 (the Bylaw) and updates to the Municipal Emergency Plan (MEP) are critical documents which guide The City's response and recovery activities during an emergency or disaster. These updates demonstrate continued City resilience and effective response.

HIGHLIGHTS

- Proposed amendments to the Bylaw and updates to the MEP support continuous improvement in emergency management.
- The Bylaw regulates effective emergency management by The City. Proposed amendments ensure The City is compliant with the Emergency Management Act and the Local Authority Emergency Management Regulation.
- The MEP is the all-hazards plan and outlines how The City responds to and recovers from emergencies and disasters. Proposed updates ensure the MEP is aligned with the corporate realignment, lessons from recent activations, a jurisdictional scan of emergency management plans of cities in Alberta and Canada, and engagement with Agency members.

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DISCUSSION

As an organization that is continually improving and adapting to changes in the legislative environment and learnings from recent events, updates are proposed to the Bylaw and MEP.

Proposed Amendments to the Emergency Management Bylaw 25M2002

Law has advised the proposed amendments to the Bylaw ensure that the Bylaw satisfies the requirements in provincial legislation. Amendments ensure legislative compliance and align existing City practices within the requirements in the Bylaw.

Amendments in the Bylaw include:

Updates to the title and responsibilities of the Director of Emergency Management

The Bylaw updates the name of the “Director of the Agency” to the “Director of Emergency Management” (DEM). This is the term regularly used in the Emergency Operations Centre and in emergency management practices. The Bylaw amendment includes an addition to allow the DEM to approve operational annexes that support or provide further detail to the MEP and include operational details, procedures and other guidance documents. This allows for timely changes based on evolving best practices and subject matter expertise.

Clarification on Emergency Management Committee’s responsibilities

The Emergency Management Committee advises Council on the development of emergency plans and programs in compliance with the Local Authority Emergency Management Regulation. The Bylaw adds that the Emergency Management Committee will receive reports and information from the DEM, amplify messages and support the DEM during an activation of the MEP.

Update to the Local Emergency Committee responsibilities

The Local Emergency Committee is composed of the Mayor and one other member of Council designated by the Mayor. Through the Bylaw, the Local Emergency Committee has delegated authority to declare a state of local emergency and to exercise and perform all powers and duties in accordance with Section 24 of the Emergency Management Act. The Bylaw adds that the Local Emergency Committee may further delegate any of those powers or duties.

Clarification on Calgary Emergency Management Agency (CEMA) responsibilities

The Bylaw adds that CEMA is responsible to administer The City’s emergency management program. It also includes that CEMA will use the command, control and coordination system as required by the Alberta Emergency Management Agency. Moving forward, CEMA will provide an annual update on the Agency’s activities and review of the MEP through the Emergency Management Committee.

Proposed Updates to the Municipal Emergency Plan

The most recent updates to the MEP include:

Clarification and update on roles and responsibilities

The updated version of the MEP outlines clarified roles and responsibilities for Agency members, Administration, the DEM, CEMA, and elected officials.

Following The City’s realignment, CEMA adjusted the Emergency Operations Centre model to ensure inclusion and representation. In addition, roles and responsibilities of Agency members are now outlined in two areas:

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- Maintaining a State of Readiness: This area supports preparedness through participation in foundational training, exercises, plan development and maintenance, and after-action reporting.
- Response and Recovery: This area supports response and recovery, focusing on situational awareness, information sharing, and resource allocation.

The updated MEP also expands Executive Leadership Team's scope in supporting The City's overall response, continuity of operations, and resumption of essential and support services.

The Addition of a Disaster Consultation Group

As emergencies and disasters become more complex, there are situations where additional political, financial, and resource guidance is needed. In response to this identified need, the ability to convene a Disaster Consultation Group has been added. This ad-hoc group is convened only at the request of the DEM to provide advice, support, and subject matter expertise related to the emergency or disaster that is outside of the decision-making scope of the DEM. Membership will reflect the needs and nature of the emergency or disaster and may include the Mayor, impacted ward Councillor(s), members of Executive Leadership Team, other senior leaders in Administration, administrative support and others.

Emergency Social Services Standards and Support

The Emergency Social Services (ESS) team is made up of more than 150 City employees who may be activated to support the immediate physical and psychosocial needs of individuals impacted by an emergency or disaster. There are two updates related to ESS in the revised version of the MEP.

- ESS Standard of Care: Provides consistency and transparency for all evacuees hosted by The City identifying the services provided for survival, health, and safety during an emergency or disaster.
- MEP Activation & Emergency Operations Centre opening: Supporting coordination of City services provided, an activation of the ESS team now triggers both an activation of the MEP and an opening of the Emergency Operations Centre. MEP activation enables information-sharing and coordination between Agency members, while ensuring associated time and costs related to the emergency or disaster are tracked.

Crisis Communications Coordination

Updates to the MEP for Crisis Communication outline the types of communication methods used by CEMA including Alberta Emergency Alerts, media availabilities and media releases, and operational briefings to the Mayor, Council and the Executive Leadership Team. Additionally, the MEP outlines how the challenge of communications fatigue is mitigated and defines the two available coordination options for Crisis Communications, localized or city-wide. When the MEP is activated, the DEM consults with the Crisis Communications Team and selects the appropriate scope and scale for communications.

Additional Content

Finally, additional updates have been added to the following areas:

- Amended Alberta South Central Mutual Aid Agreement: The MEP provides a summary of the mutual aid agreement between several municipalities in Alberta.
- Demobilization Activities: The MEP provides detail on the demobilization process and the activities required to return personnel, equipment and facilities to a state of readiness.
- Health, Safety and Wellness: It is recognized that during MEP activations, staff from across the corporation work long hours in a high stress environment with little rest. In addition to cycling staff

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through scheduling where possible, the MEP outlines programs and services available to support staff and Agency members.

EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken | <input type="checkbox"/> Dialogue with interested parties was undertaken |
| <input type="checkbox"/> Public/interested parties were informed | <input checked="" type="checkbox"/> Public communication or engagement was not required |

IMPLICATIONS

Social

An updated Bylaw and MEP strengthens emergency management, supporting community resilience and social wellbeing. This allows for more efficient and effective decisions that help CEMA to advance its core principles including life safety of Calgarians.

Environmental

The updated Bylaw and MEP allow CEMA to advance its core principles including protecting the environment in prevention, mitigation, response and recovery from an emergency or disaster.

Economic

The updated MEP and Bylaw allow The City to better mitigate economic risk and support economic recovery.

Service and Financial Implications Other:

There are no operating or capital costs associated with the proposed updates to the Bylaw or MEP.

RISK

The Bylaw update mitigates legal risk by aligning with current provincial legislation, local context, experiences and best practices.

An emergency or disaster that requires the activation of the MEP may pose significant risk for The City and could contribute to six corporate risks: capital infrastructure, legal, reputation, sustainable city, social wellbeing, and service delivery. Proposed Bylaw amendments and MEP updates contribute to a more sustainable and resilient city and ensure that The City is better prepared to respond to and recover from an emergency or disaster.

ATTACHMENTS

1. **Proposed Bylaw 36M2025**
2. Proposed Municipal Emergency Plan
3. Presentation - EM2025-0632

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Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Katie Black	General Manager, Community Services	Approve
Iain Bushell	Director, Emergency Management & Community Safety	Consult

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